



CITY OF SAN CITY BRUNO

CULTURE AND ARTS COMMISSION AGENDA

Thursday, September 15, 2016 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. CALL TO ORDER/ROLL CALL:
2. PLEDGE OF ALLEGIANCE:
3. APPROVAL OF THE AGENDA: September 15, 2016
4. APPROVAL OF THE MINUTES: August 18, 2016
5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. CONSENT CALENDAR:
7. NEW BUSINESS:
 - a. Discussion Among Commissioners Concerning the Commission's Regular Meeting Schedule and a Recommendation to the City Council to Amend the Meeting Schedule of the Culture and Arts Commission from Monthly to Bi-Monthly
 - b. Input from Commissioners on Content of the 2015/16 Annual Report Scheduled for Presentation to the City Council on Tuesday, October 25, 2016
8. UNFINISHED BUSINESS:
 - a. Input from Commissioners on Art Concepts for Sneath Lane Wall Art Project
 - b. Report on City Art Fund Balance
9. EXCLUDED CONSENT:
10. ITEMS FROM STAFF:
11. PUBLIC COMMENT ON ITEMS NOT ON AGENDA: (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:
13. ADJOURNMENT

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Culture and Arts Commission
August 18, 2016**

1. **CALL TO ORDER/ROLL CALL:** Vice Chair Livengood called the meeting of the Culture and Arts Commission to order at 6:30 p.m. Commissioners present: Gamble, Rosman Koodrin, Livengood, and Madden, and Tobin. Commissioners absent: George. Staff: Burns.
2. **PLEDGE OF ALLEGIANCE:** Vice Chair Livengood led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** MSC Madden/Rosman Koodrin for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** MSC Tobin/Madden to approve the minutes of the May 19, 2016 Culture and Arts Commission meeting. Approved unanimously.
5. **PUBLIC COMMENT:** Aileen McGann introduced herself to the Commission as a candidate applying for the Commission vacancy.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Selection of Commission Chairperson – **MSC Tobin/Rosman Koodrin** to appoint Pamela Gamble as new Chair of the Culture and Arts Commission. Approved unanimously.
8. **UNFINISHED BUSINESS:**
 - a. Oral Report on Traffic Signal Controller Boxes Art Project – Director Burns informed the Commission that she had been in touch with Caltrans regarding the permit process but was still waiting on Caltrans for direction on how to move forward with getting a permit. She added that she had Requests for Proposals ready to go out and would be issuing it for all six boxes selected by the Commission. Commissioner Tobin and Commissioner Madden volunteered to be on the project sub-committee.
 - b. Results of Movies in the Park Voting – Director Burns told the Commission that staff selected the five movies which received the top votes through the City

website in order to get the information in the fall Activity Guide. This was necessary due to a lack of quorum and cancellation of the Commission's July meeting. Director Burns presented the schedule of movies and asked for each Commissioner to pick a date when they could come introduce the movie. Commissioners are scheduled as follows:

1. Star Wars – The Force Awakens – Commissioner Tobin
 2. The Minions Movie – Commissioner Madden
 3. Finding Nemo – Commissioner Gamble
 4. The Good Dinosaur – Commissioner Madden
 5. Zootopia – Commissioner Tobin
- c. Information Item – Design of Centennial Mosaic Mural Dedication Plaque – The Commissioners looked over the design for the plaque and requested "Dedicated On" be added in front of the dedication date.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** Director Burns facilitated a discussion of the Commission to identify discussion topics for the September 2016 agenda. The Commission requested the following: discussion regarding the content of the annual report, report on the fund balance of the City Art Fund, modification to the Commission's meeting schedule from monthly to bi-monthly and project ideas for the upper Sneath Lane Wall.

11. **PUBLIC COMMENT:** None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Tobin presented an idea of painting behind bicycle stands that she saw in Redwood City.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 7:24 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 15, 2016

TO: Culture and Arts Commission

FROM: Kerry Burns, Community Services Director

SUBJECT: Discussion Among Commissioners Concerning the Commission's Regular Meeting Schedule and a Recommendation to the City council to Amend the Meeting Schedule of the Culture and Arts Commission from Monthly to Bi-Monthly

BACKGROUND:

Chapter 2.50 of the City's Municipal Code establishes the Culture and Arts Commission and its purpose. Its role and responsibilities are further articulated through City Council approved by-laws. Chapter 2 of the Commission's by-laws state the following:

2. Meetings. The Commission shall conduct its business in accordance with Chapter 2.50 (Culture and Arts Commission) of the San Bruno Municipal Code, these Bylaws, the Ralph M. Brown Act (Government Code Section 54950 et seq.) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.

2.1 Regular Meetings. The Commission shall hold regular meetings at 6:30 p.m. on the third Thursday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno City Hall.

At its meeting in August, the Commission requested an opportunity to discuss its annual meeting schedule and to evaluate whether it wishes to recommend to the City Council its meeting schedule be modified from monthly to bi-monthly, or six (6) times annually.

ATTACHMENTS:

1. Chapter 2.50 (Culture and Arts Commission) of the City of San Bruno Municipal Code
2. Culture and Arts Commission By-Laws

Chapter 2.50

CULTURE AND ARTS COMMISSION

Sections:

2.50.010	Findings and purpose.
2.50.020	Establishment.
2.50.030	Definition.
2.50.040	Members—Terms.
2.50.050	Appointment—Removal—Vacancy.
2.50.060	Qualifications.
2.50.070	Compensation.
2.50.080	Officers.
2.50.090	Meetings.
2.50.100	By-laws—Rules of procedure—Quorum.
2.50.110	Ex-officio members.
2.50.120	Minutes—Annual report.
2.50.130	Duties and responsibilities.
2.50.140	Gifts.

2.50.010 Findings and purpose.

The city council finds and declares:

A. Preservation of San Bruno's diverse cultural heritage is a significant and vital community interest.

B. Cultural and artistic development and growth enhance the quality of life and improve the image and character of the community.

C. The city council of San Bruno deems acquiring and maintaining art and supporting and promoting cultural and artistic programs and events to be important and beneficial to the city of San Bruno and its citizens.

D. The city council finds and declares the establishment of a Culture and Arts Commission will increase the general welfare by promoting and preserving the city's cultural and artistic resources. (Ord. 1688 § 3 (part), 2003)

2.50.020 Establishment.

The San Bruno culture and arts commission is hereby established. (Ord. 1688 § 3 (part), 2003)

2.50.030 Definition.

Culture and arts means but is not limited to: performance arts, such as drama, music, and dance; visual, tactile or textile arts, such as painting, sculpture, photography, lighting, holograms, graphics, video art, pottery, quilting, and applied art; literary arts, such as literature, poetry, and journalism; communications arts involving film, television, and radio; and other similar expressions of cultural meaning and heritage. The city council intends that culture and arts shall be defined broadly. (Ord. 1688 § 3 (part), 2003)

2.50.040 Members—Terms.

The culture and arts commission is an advisory commission and shall consist of seven commissioners, who at the time of their appointment and continuously during their incumbency shall not be employees of the city. The term of the office of the commissioners shall be four years. However, the city council may by written policy institute terms of less than four years initially and whenever necessary in order to create staggered vacancies. (Ord. 1688 § 3 (part), 2003)

2.50.050 Appointment—Removal—Vacancy.

The members of the commission shall be appointed by a majority of the city council, subject to removal at any time, pursuant to city council procedures. If a vacancy shall occur in such appointment other than by expiration of term, it shall be filled by appointment for the un-expired term by a majority of the city council. The members of the commission shall serve at the pleasure of the city council. (Ord. 1688 § 3 (part), 2003)

2.50.060 Qualifications.

The members shall be selected from among those in the community, including up to two non-residents, who have a special knowledge of and a demonstrated interest in the arts and who are interested in promoting such activity. In making appointments to the commission, the city council may consider representation on the commission from a

number of arts-related disciplines and activities, including but not limited to, the following:

- A. Performance arts, such as drama, music, and dance;
- B. Visual, tactile or textile arts, such as painting, sculpture, photography, lighting, holograms, graphics, video art, pottery, quilting, and applied art;
- C. Literary arts, such as literature, poetry and journalism;
- D. Communications arts involving film, television, and radio;
- E. Art education, such as schools, libraries and community education; and
- F. Funding, such as fundraisers, representatives of public and private funding agencies and art patrons. (Ord. 1688 § 3 (part), 2003)

2.50.070 Compensation.

No person shall receive any compensation for his or her services as a member of the commission, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties. (Ord. 1688 § 3 (part), 2003)

2.50.080 Officers.

The commission shall select one of its voting members as chairperson and another as vice chairperson, each serving a term not to exceed one year. (Ord. 1688 § 3 (part), 2003)

2.50.090 Meetings.

A. The commission shall establish a regular meeting schedule. In accordance with the Ralph M. Brown Act, all meetings shall be open and public, except as otherwise permitted by law. Such regular meeting schedule shall be approved by resolution of the city council.

B. Special meetings, adjournments and continuance of meetings, hearings, closed sessions during meetings, and disorderly conduct during meetings shall be governed by Section 2.04.040 through 2.04.090, with all references therein to the city council and the mayor or presiding officer to be

applicable, for purposes of this section, to the commission and its chairperson or presiding officer. (Ord. 1688 § 3 (part), 2003)

2.50.100 By-laws—Rules of procedure—Quorum.

A. By-laws. The commission shall prepare by-laws governing its operations and including rules of procedure governing the conduct of its meetings. Except as provided in the rules of procedure to the contrary, Robert's Rules of Order Revised shall govern the conduct of such meetings. The by-laws shall be approved by the city council. The commission shall review its by-laws on an annual basis.

B. Quorum. Four members of the commission shall constitute a quorum for the transaction of business. (Ord. 1688 § 3 (part), 2003)

2.50.110 Ex-officio members.

The city manager or his or her designee shall serve as an ex-officio, non-voting member and shall serve as secretary to the commission. (Ord. 1688 § 3 (part), 2003)

2.50.120 Minutes—Annual report.

A. Minutes. The commission shall issue copies of the minutes of each commission meeting to the city manager, the city clerk, and the city council.

B. Mission Statement and Annual Report. The commission shall create a mission statement detailing the commission's long-range plans and the steps the commission will make in order to achieve its objectives. The mission statement may include a needs assessment of the community, an inventory of public artworks, cultural facilities, and art services within the community. Within the commission's first year, the commission shall make an initial written report to the city council regarding its mission plan. Thereafter, the commission shall provide an annual written report to the city council regarding its mission statement, long range plans, its action plan, the commission's actions, activities, and achievements during the pre-

ceding year, and any recommendations for improvement in providing services to the city. A summary of the report shall be presented orally at a regular city council meeting. (Ord. 1688 § 3 (part), 2003)

2.50.130 Duties and responsibilities.

The commission shall have the duties and responsibilities listed below.

A. To review and make recommendations to the city council for its action in all matters pertaining to culture and art, including formulating policies,

B. To develop a five-year capital improvement program for culture and arts in San Bruno for review and approval by the city council.

C. To create an annual budget that supports and reflects the long-range culture and arts goals as articulated in the five-year capital improvement program for review and approval by the city council.

D. To make recommendations to the city council for its action on the acquisition, selection and placement of public art.

E. To make initial and periodic inventories of existing public art, location and condition and to locate and catalog potential public art sites which shall be reported to the city council.

F. To make recommendations to the city council for its action on issues related to planning, supporting and developing culture and art related facilities, projects, programs, and events.

G. To cooperate with other governmental agencies and civic groups in the advancement of sound planning of culture and arts in the city of San Bruno, subject to approval by the city council,

H. To administer the art in public places program as set forth in Chapter 3.40 of the San Bruno Municipal Code.

I. To perform such duties as may be assigned to the commission by the city council. (Ord. 1688 § 3 (part), 2003)

2.50.140 Gifts.

The commission may receive donations, gifts, legacies, endowments or bequests for purposes consistent with the commission's goals and objectives, subject to the final approval of the city council. All monetary donations, gifts, legacies, endowments and bequests shall be turned over to the director of finance or his or her designee and shall be kept in a special fund designated for culture and art purposes. (Ord. 1688 § 3 (part), 2003)

CULTURE & ARTS COMMISSION BY-LAWS

1. **Purpose and Intent.** The membership and duties of the San Bruno Culture & Arts Commission ("CAC") (the "Commission") are prescribed in the San Bruno Municipal Code. These Bylaws set forth the procedural rules for the conduct of Commission meetings.
2. **Meetings.** The Commission shall conduct its business in accordance with Chapter 2.50 (Culture and Arts Commission) of the San Bruno Municipal Code, these Bylaws, the Ralph M. Brown Act (Government Code Section 54950 *et seq.*) and the Code of Conduct adopted by the City Council by way of Resolution No. 01-2604.
 - 2.1 **Regular Meetings.** The Commission shall hold regular meetings at 6:30 p.m. on the third Thursday of each month, except that no meeting shall be held if a regular meeting day falls on a legal holiday. Regular meetings shall be held at the San Bruno City Hall.
 - 2.2 **Special Meetings.** Special meetings may be called at any time by the Chair or by a majority of the Commission, by delivering written notice to each member of the Commission (hereinafter "member" or "members") and by posting the notice in the designated posting locations. Such notice may be delivered by any means and must be received at least twenty-four hours before the time of such meeting as specified in the notice, unless notice is waived in writing. The notice shall specify the time and place of the special meeting and the business to be transacted, and no other business shall be transacted at that meeting other than that contained in the notice.
 - 2.3 **Adjourned Meetings.** All meetings may be adjourned to another specified time, place and date, but not beyond the next regular meeting. If all members are absent from any regular or adjourned regular meeting the Secretary may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided in paragraph 2.2 above for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.
 - 2.4 **Study Sessions.** The Commission may, from time to time, as part of a regular, adjourned or special meeting, meet in study session to focus on a particular matter within its jurisdiction. Action shall not be taken during a study session but direction may be provided.

2.5 Public Meetings. All meetings and study sessions of the Commission shall be open to the public. Closed sessions may be held only when specifically authorized by the Brown Act.

2.6 Cancellation of Regular Meetings. The Commission may cancel an upcoming regular meeting for lack of a quorum. Notice of the cancellation shall be posted in lieu of an agenda.

3. Organization of the Commission.

3.1 Establishment. There is established a Culture & Arts Commission. The Commission shall consist of seven residents of the City, but not employees of the City. Members shall be appointed by and serve at the pleasure of the Mayor with the majority approval of the City Council, subject to removal at any time, pursuant to City Council procedures.

3.2 Term. The term of office of each member is four years.

3.3 Compensation. No person shall receive compensation for service as a member, except for reimbursement of all such expenses necessarily and legitimately incurred and authorized during the performance of official duties for payment for service as a proctor during administration of employment examinations.

3.4 Officers. The Commission shall elect from its membership a Chair, who shall preside over meetings. The Commission shall also elect a Vice-Chair, who shall preside in the absence of the Chair. The Chair and Vice-Chair are sometimes referred to herein as the "presiding officer." The Chair shall have the following powers:

3.4.1 To call to order the meeting and to conduct the order of business as set forth in the agenda.

3.4.2 To adjust the agenda, if needed, at the time of the meeting with the approval of the Commission;

3.4.3 To move, second, debate and vote;

3.4.4 To rule motions in or out of order;

3.4.5 To determine whether a speaker from the audience has exceeded his or her time or is otherwise out of order;

3.4.6 To rule on questions of parliamentary procedure based generally on Robert's Rules of Order;

3.4.7 To sign all resolutions and other documents necessitating his or her signature;

3.4.8 To call a brief recess during a meeting;

3.4.9 To appoint members to subcommittees with the approval of the Commission; and

3.4.10 To maintain decorum.

The presiding officer's determination as to any of the above matters may be overruled by a majority of the members present.

3.5 **Organizational Meeting.** At its first meeting in January, the members shall elect a Chair and Vice-Chair from among its members.

3.6 **Term of the Chair and Vice-Chair.** The term of office of the Chair and Vice Chair shall be one year. A member may serve more than one consecutive term as Chair or Vice-Chair. Nothing shall prevent the Commission from removing and replacing the Chair or Vice-Chair at any time during their respective terms, provided that the item is properly on the agenda of the meeting.

3.7 **Vacancy in the Office of Chair or Vice-Chair.** A vacancy in the office of Chair or Vice-Chair shall be filled for the remainder of the unexpired term by election at the next meeting provided the election has been noticed on the agenda.

3.8 **Vacancy of a Member's Seat.** A member may resign by submitting his or her resignation in writing to the Chair. The resignation is effective and irrevocable when submitted. In the event of an unscheduled vacancy of any member's seat prior to the expiration of his or her term, the City Council (or in the case of an individual appointment, the applicable Councilmember) may appoint a member to serve the remainder of the unexpired term. The newly appointed member shall take and subscribe to the oath of office before the next regular meeting after his or her appointment by the City Council.

3.9 **Quorum.** A majority of the total membership of the Commission shall constitute a quorum for the transaction of business. Where there is not a quorum present, the Secretary of the Commission shall announce that no meeting will be held due to lack of a quorum, and shall announce the date of the next regular or adjourned meeting. When a member is disqualified due to a financial conflict of interest, his or her presence shall not be considered in determining the presence of a quorum. Any decision of the

Commission shall require a vote of the majority of the members present and qualified to vote.

3.10 Subcommittees. The Commission may from time to time establish either standing or ad hoc subcommittees consisting of any number less than a quorum of its membership for the purposes of studying a specific area of concern. Standing subcommittees (that have a regular meeting schedule or continuing subject matter jurisdiction) are subject to all of the requirements of the Brown Act. The Commission may refer matters to a subcommittee to report back to the full Commission at a future date. The subcommittee report will be considered advisory and its recommendations are subject to action by the full Commission.

3.11 Absences from meetings. If a member of the Culture & Arts Commission is absent from three successive regular meetings without being excused by the Commission, or is absent for any reason for more than six regular meetings in any twelve-month period, the office of such member shall be vacated and the Chair shall immediately notify the Secretary, who shall notify the City Council that said office is vacant. Upon such notification, a successor for the remainder of the term of such member shall be appointed as adopted by Council Policy on July 26, 1976. In order to request an excused absence, a member must notify the Chair or the Secretary of the anticipated absence in advance of the meeting and the request must be noted during call of the roll and reflected in the minutes of the meeting, and is subject to denial by the Commission.

3.12 Oath of Office. Newly appointed members shall take and subscribe to the oath of office before assuming their duties. The oath may be given by a City official authorized to do so by State law.

4. Powers and Duties.

- 4.1** Serve in an advisory capacity to the City Council and City Manager;
- 4.2** Review and make recommendations to the City Council for its action in all matters pertaining to culture and art;
- 4.3** Make recommendations to the City Council for its actions on the acquisition, selection and placement of public art;
- 4.4** Make initial and periodic inventories of existing public art, location and condition and to locate and catalog potential public art sites which shall be reported to the City Council;

- 4.5 Make recommendations to the City Council for its action on the issues related to planning, supporting and developing culture and art related facilities, projects, programs and events;
- 4.6 Cooperate with other governmental agencies and civic groups in the advancement of sound planning of culture and arts in the City of San Bruno, subject to approval by the City Council; and
- 4.7 Provide other assistance as requested by the City Council or the City Manager.

5. **The Commission Agenda.**

- 5.1 **Preparation of the agenda.** The Secretary of the Commission shall formulate and prepare the agenda for meetings.
- 5.2 **Posting of the agenda.** The City Clerk shall cause to be posted an agenda for each regular meeting in the designated posting locations not less than 72 hours prior to the meeting. Agendas for adjourned meetings shall be posted in the same fashion, unless the business to be undertaken is limited to the items on the agenda of the meeting at which the adjournment occurs and the meeting is adjourned to a date within five days of the adjournment. Agendas of special meetings shall be posted and provided along with the notice of the meeting as provided in paragraph 2.2 above.
- 5.3 **Affidavit of posting.** Immediately following the posting of the agenda, the City Clerk shall cause to be completed an affidavit of posting. The affidavit shall indicate the time and location of posting, and shall be signed under penalty of perjury. The City Clerk shall retain all such affidavits in accordance with the City's records retention policy.
- 5.4 **Order of Business.** Items shall be placed on the agenda substantially according to the following "Order of Business." Upon review of the agenda at the beginning of any meeting, the Commission may change the order of business in order to promote the efficiency of the meeting. The Order of Business for each regular meeting shall be as follows:
 - 1. Call to Order/Roll call
 - 2. Pledge of Allegiance
 - 3. Approval of the Agenda
 - 4. Approval of Minutes (unless approved on the Consent Calendar)
 - 5. Public Comments on Consent Calendar and Matters Not on the Agenda
 - 6. Consent Calendar
 - 7. New Business

8. Unfinished Business
9. Excluded Consent
10. Items from Staff
11. Public Comments on Matters Not on the Agenda (remaining comments not heard during previous comment period)
12. Items from Members and Subcommittee Reports
13. Adjournment

5.5 Description of Matters on the Agenda. All items of business to be transacted shall be described briefly on the agenda in sufficient detail so that a reasonable person can determine the general nature of the matter under consideration. Not every recommendation or conceivable action or alternative need be listed. Generally, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken.

5.6 Adding Items of Business to the Agenda. The Commission shall not discuss or take action on any item of business not listed on the posted agenda except:

5.6.1 Upon a majority determination of the existence of an "emergency" as that term is defined in the Brown Act.

5.6.2 Upon a determination by a two-thirds vote of the members present, or if less than two-thirds of the membership is present, upon a unanimous vote, that there is an immediate need to take action and that the need to take action came to the attention of the City subsequent to the posting of the agenda. If the Commission makes this determination, the minutes of the meeting shall reflect what circumstances gave rise to the need to take action after the posting of the agenda.

5.6.3 Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the Commission occurring not more than five calendar days prior to the date of the meeting at which the item is to be considered, and the item was continued to an adjourned meeting.

5.7 Adding Items of Business to a Future Agenda. Any member may during "Items from Members" request that an item of business within the Commission's subject matter jurisdiction be added to a future agenda. Such requests are subject to approval of the Commission.

5.8 Public Comments. Members of the public shall be permitted to speak on each item of business on the agenda when the item is taken up and before action is taken on the item by the Commission. Each speaker

shall have a three (3) minute period to speak; time cannot be ceded to another speaker. In order to facilitate the conduct of the meeting, the Chair or the Commission may lengthen or shorten the three-minute period for all speakers on a particular agenda item based on the number of persons in attendance wishing to speak or the complexity of the matter under consideration. The "Public Comments" item shall be limited to items on the Consent Calendar (and not pulled therefrom) and matters not on the agenda but within the subject matter jurisdiction of the Commission. An individual may speak only once during "Public Comments," either at the first or second public comment period.

5.9 Notification. Upon written request on an annual basis and payment of the fee required by the City's fee resolution, the Secretary will mail agendas or agenda packets to any person.

6. Minutes. The minutes of meetings shall be kept by the Secretary in accordance with the following policy:

6.1 Minutes shall contain a record of all proceedings, motions, and actions, but shall only contain a summary of the discussion, not a verbatim transcription. The minutes shall accurately reflect what occurred at the meeting.

6.2 All motions, whether carried or not, shall be recorded, disclosing the author of the motion and the second, and the roll call vote.

6.3 Minutes of public hearings shall list when available the names and City of residence of all persons who speak during the hearing, and the position they took on the matter. The minutes need not include detailed or verbatim transcriptions of public comments.

6.4 An audiotape recording of all meetings shall be made and said recording tapes shall be kept for a period not less than thirty days following approval of the minutes, and shall be subject to disclosure during that time.

7. Annual Report. The Commission shall provide a report to the City Council concerning its actions, activities, and achievements during the preceding year, its goals for the subsequent year and any recommendations for improvement in providing service to the City. A summary of the annual report shall be presented orally at a regular City Council meeting.

8. Secretary. The City Manager or applicable Department Director or his/her designee shall serve as the Secretary for the Commission. The Secretary shall:

8.1 Keep the minutes of all meetings and transmit approved minutes to the City Clerk;

- 8.2 Give or serve all notices required by law or by these rules;
- 8.3 Formulate and prepare the agenda for all meetings;
- 8.4 Be custodian of Commission records;
- 8.5 Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence;
- 8.6 Handle funds allocated to the Commission, as directed by the applicable Department Director, and in accordance with its directives, the law, and City regulations; and
- 8.7 Sign official documents of the Commission.

9. **Conduct of Meetings.**

9.1 **Action by the Commission.** The Commission shall proceed by way of motion. Any member, including the Chair, may make a motion and any member may second the motion except that the same person who made the motion cannot second it. A member may make only one motion at a time and a motion or second may be withdrawn by the maker at any time before a vote.

9.2 **Adoption by Majority Vote.** A motion shall be adopted by an affirmative vote of a majority of the members present provided a quorum is determined to exist. Members have a duty to vote "aye", or "nay" on each motion. Abstentions shall be cast only if the member declares:

9.2.1 The existence of a conflict of interest or other disqualification from voting; or

9.2.2 A lack of sufficient information upon which to base a vote due to absence from a previous meeting.

Abstentions are not counted in the vote tally.

9.3 **Rules of Decorum.**

9.3.1 **Rules for Members.** Members of the Commission shall conduct themselves in an orderly and businesslike manner to ensure that the business of the City shall be attended to efficiently and thoroughly and to ensure that the integrity of the deliberative process is maintained at all times. Members shall maintain a polite, respectful and courteous manner when addressing one another,

City staff and members of the public during meetings. Members shall speak clearly into the microphone so that they can be heard by the audience.

a. Communication with Members

- 1) Members should request the floor of the Presiding Officer before speaking.
- 2) A member who is speaking shall attempt to avoid repetition and shall limit their comments to the subject matter at hand. Members should express their views without engaging in lengthy debates.
- 3) When one member is speaking, other members shall not interrupt or otherwise disturb the speaker.

b. Communication with Members of the Public Addressing the Commission.

- 1) Members may question a person addressing the Commission at the conclusion of the person's comments or upon expiration of the person's time to speak. Such questions shall be directed to the person through the Presiding Officer.
- 2) Members shall not engage the person addressing the Commission in a dialogue with the Commission or City staff, but shall confine communication to a question and answer format conducted through the Presiding Officer.
- 3) If a member of the audience has addressed the Commission on matters that are not on the agenda, members shall refrain from discussion of the matter. If a member so wishes, the member may, if appropriate, during the "Items from Members" portion of the meeting, direct the Secretary to place the matter on the next agenda, subject to the approval of the Commission.

9.3.2 Rules for City Staff.

- a. Decorum. City staff shall not engage in public dialogue or debate with members of the public during public meetings. When addressed by the Commission, staff shall respond in a polite and respectful manner.

- b. Role of the Secretary. The Secretary's duties during the meetings include keeping a record of concerns raised by the Commission regarding staff matters and directions for future staff action.

9.3.3 Rules for the Public

- a. Members of the Audience. Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meeting infeasible. A member of the audience repeatedly or continuously engaging in any such conduct shall, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.
- b. Persons Addressing the Commission.
 - 1) Any person wishing to speak in connection with any item of business on the agenda shall first be invited to voluntarily complete a speaker request slip and submit the slip to the Secretary, although completion of the speaker's slip is not required to speak.
 - 2) No person shall address the Commission without first being recognized by the Presiding Officer.
 - 3) No person addressing the Commission shall make repetitious, slanderous or irrelevant remarks, or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the meetings. Any person who so disrupts the meeting may, at the discretion of the Presiding Officer or a majority of the Commission, be subject to ejection from that meeting.

9.3.4 Enforcement.

- a. The Chair shall follow the following procedure to maintain decorum:
 - 1) Warning. The Presiding Officer shall request that a person who is disrupting the meeting cease such conduct. If after receiving a warning from the Presiding Officer, the person persists in the violation, the Presiding Officer shall order the person to leave the meeting. If the person does not leave

the meeting, the Presiding Officer may order a law enforcement officer to remove the person from the chambers.

- 2) Removal. A law enforcement officer shall carry out the orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum. Upon instruction of the Presiding Officer, it shall be the duty of the law enforcement officer to remove from the meeting any person who is disturbing the proceedings.
- 3) Motion to Enforce. If the Presiding Officer fails to enforce the rules of order and decorum set forth above, any member of may move to require the Presiding Officer to do so, and an affirmative vote of a majority of the Commission shall require the Presiding Officer to do so. If the Presiding Officer fails to carry out the will of the majority of the Commission, the majority may designate another member to act as Presiding Officer for the purpose of enforcing the rules of order and decorum established above.
- 4) Clearing the Room. If a meeting is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the Presiding Officer or a majority of the Commission may exercise the authority granted in California Government Code Section 54957.9 by ordering the meeting room cleared and continuing in session in the manner authorized by Section 54957.9 of the Government Code. Members of the press shall be permitted to remain unless they have participated in the disruption.

9.4 Adjournment of Meetings. Meetings shall adjourn not later than 10:30 p.m., or as soon thereafter as the Commission completes the item of business on the table at that hour, in which event items of business not yet addressed shall be continued to the next regular meeting or to an adjourned meeting. The Commission may by majority vote extend the meeting beyond 10:30 p.m. in order to complete more of its agenda.

10. General

- 10.1** The Commission and its activities are completely distinct from the Community Services Department.
- 10.2** No member shall use any public resources including the Community Services Department, City, and/or Commission letterhead and paper in any private activity.

- 10.3 The Community Services Department Director shall approve and release any and all publicity releases, public information, pamphlets and other public relations. The purpose is to ensure that no release or programs will conflict with policies or programs of the City.
11. **Robert's Rules of Order.** If a matter arises that is not covered by these rules, the Brown Act or the San Bruno Municipal Code, the procedures of the Commission shall be governed by the latest revised edition of Robert's Rules of Order to the extent not inconsistent with laws governing public agencies.
12. **Amendments to By-Laws.** These by-laws may not be amended unless the proposed amendment has been presented to and approved by the City Council.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: September 15, 2016
TO: Culture and Arts Commission
FROM: Ludmer Aker, Community Services Executive Assistant
SUBJECT: Report on Balance in City Art Fund

BACKGROUND:

The current City Art Fund balance as of August 10, 2016 is \$132,180.62.

DISCUSSION:

Current encumbrances against the fund balance are for the following:

- \$62,035 to relocate, fumigate, and treat the Florida Avenue Park wood carving;
- \$2,015 for the 2016 Movies in the Park;
- Expenses associated with the Centennial Mosaic Mural dedication plaque estimate at \$2,000; and,
- The Commission's Traffic Signal Boxes art project estimated at \$6,000.

The current balance of \$132,180.62 will have an adjusted balance of \$72,050.62 after these expenses.

Future projects which will increase the fund balance include:

- The hotel project at The Crossing;
- Mixed-use project near Caltrain on San Bruno Avenue/Huntington Avenue;
- Residential project at 271 El Camino Real;
- Mixed-use Plaza Project at 406-418 San Mateo Avenue; and,
- Medical offices at 841 San Bruno Avenue West.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.